

~~SECRET~~
29 December 1959

D-R-A-F-T

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25X1A9a

25X1A9a
[REDACTED]

Career Service Comments (Section E)
Career Preference Outline

The Career Service Board notes the immediate and long-range career interests of 25X1A9a [REDACTED] in cartography and graphic presentation of statistics and feels that they are compatible with demonstrated capabilities.

His suggested training objectives including courses in advanced supervision, statistics, and graphics art related to color and design, are in line with the development and utilization of his capabilities.

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle) [REDACTED] 25X1A9a	2. DATE OF BIRTH 18 November 1924	3. SERVICE DESIGNATION IR	4. GRADE 11
5. ORGANIZATIONAL TITLE Chart & Graph Section	6. POSITION TITLE Cartographer	7. OCCUPATIONAL CODE GS 1370.01	8. OFFICE OF ASSIGNMENT ORR, Cartography Div.

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

Cartography and Graphic Presentation of Statistics

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

Cartographer - Supervising the design, layout and construction of maps, charts and graphs.

B. LONG-RANGE (Within next 3 to 5 years)

Same as above with added responsibilities.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

**Graphic Arts in the Federal Government (USDA Graduate School)
ORR Statistics Course
Advanced courses in supervision**

B. LONG-RANGE (Within next 3 to 5 years)

Courses in Cartography, Commercial Art, Graphic Design, Color & Geography

12. ADDITIONAL COMMENTS

I RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

5 February 1958

14. SIGNATURE OF EMPLOYEE

25X1A9a

SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

TO:

Chairman, ORR Career Service Board

SUBJECT: (Name)

25X1A9a

1ST INDORSEMENT

COMMENTS BY CHIEF (Division ~~XXXXXX~~)

25X1A9a

The Career preference and training objectives of [REDACTED] have been fully discussed with his branch chief and are fully concurred in by me.

25X1A9a

5 February 1958

2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

☐ I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS

☐ AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF

☒ OTHER (Specify)

25X1A9a

[REDACTED] should continue in his present assignment. He should take courses related to the graphics art responsibility of his section.

DATE

11 February 1958

SIGNATURE

25X1A9a

/s/ [REDACTED]